

SECRET

Approved For Release 2001/08/01 : CIA-RDP84-00499R000600020082-9

W7

7 JULY 1965

MEMORANDUM FOR: EXECUTIVE DIRECTOR-COMPTROLLER

SUBJECT : REPORT OF CABLE SECRETARIAT OPERATIONS
1-30 JUNE 1965

1. CABLES PROCESSED

A. THE COMBINED WORK UNITS OF CIA AND NON-CIA CABLES TOTALED 56,216 ITEMS BROKEN DOWN AS FOLLOWS:

CIA IN CABLES	23,034
CIA OUT CABLES	9,289
MISCELLANEOUS AND ARCHIVES (615)	4,943
Non-CIA	<u>18,740</u>
TOTAL WORK UNITS	56,216

B. CIA IN AND OUT CABLES TOTALED 177,605 FOR THE PERIOD JANUARY - JUNE 1965, UP 5% COMPARED TO THE SAME PERIOD OF 1964 (168,815) AND UP 15% FOR THE SAME PERIOD IN 1963 (154,686).

C. NON-CIA CABLES FOR JANUARY - JUNE 1965 TOTALED 112,371, AN INCREASE OF 19% OVER THE SAME PERIOD 1964 (94,091) AND 24% HIGHER THAN THE SAME PERIOD IN 1963 (90,471).

D. WORK UNITS TOTALED 318,195 FOR JANUARY - JUNE 1965 PERIOD, UP 10% OVER THE SAME PERIOD 1964 (287,464). THE CABLE SECRETARIAT DID A DAILY AVERAGE OF 187⁴ ITEMS EACH 24 HOURS INCLUDING SATURDAYS AND SUNDAYS. THIS IS BETTER THAN 1.1 WORK UNITS PER MINUTE.

E. 1,700 CABLES OR 3% OF ALL CABLES PROCESSED WERE FURNISHED TO THE DIRECTOR AS COMPARED TO 2,498 OR 4.5% FOR MAY 1965.

2. PERSONNEL

25X1A

OUR ON DUTY STRENGTH IS [REDACTED] PERSONS AGAINST A CEILING AND T/O OF [REDACTED] WE HAVE RECEIVED OUR EIGHT SUMMER EMPLOYEES. THEY WILL HELP US THROUGH OUR CLERICAL SHORTAGE UNTIL THE OFFICE OF PERSONNEL IS PROCESSING PERMANENT EMPLOYEES TO FILL OUR EXISTING VACANCIES.

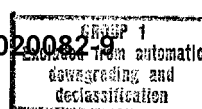
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3. GENERAL

A. WE ARE CONTINUING TO MEET REGULARLY WITH OFFICE OF COMMUNICATIONS AND WILL SOON ARRIVE AT SPECIFICATIONS FOR AUTOMATING OUR MESSAGE HANDLING PROCEDURES.

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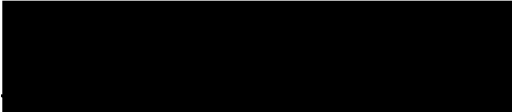
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3. B. ON 18 JUNE, TOGETHER WITH REPRESENTATIVES OF THE OFFICE OF COMMUNICATIONS, I VISITED THE RCA PLANT AT CAMDEN, NEW JERSEY TO SEE THEIR RACE SYSTEM AND BECOME FAMILIAR WITH THEIR EQUIPMENT WHICH MIGHT BE APPLICABLE TO OUR CABLE PROCESSING.

C. BASED ON FIGURES MAINTAINED FOR JUNE, OUR AVERAGE TIMES WERE AS FOLLOWS:

	<u>ADVANCED COPIES OUT</u>	<u>FINISHED COPIES READY</u>
IMMEDIATES	5 - 10 MINUTES	39.5 MINUTES
PRIORITIES	5 - 10 MINUTES	42.1 MINUTES


CABLE SECRETARY

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SECRET

☐ UNCLASSIFIED

☐ INTERNAL

☐ CONFIDENTIAL

☒ SECRET

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

MONTHLY REPORT FOR JUNE

25X1A

FROM:

EXTENSION

NO.

DATE

7 JULY 1965

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. L. K. WHITE
EXECUTIVE DIRECTOR-COMPT.

7/12 LK 7/12

2. Cable Secretary
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One copy of monthly reports will be sufficient.

3.